

# FACULTY HANDBOOK



**July 8, 2017 - August 4, 2017**

# **CSSSA OFFICE**

**MON-FRI**

**8:30AM-5:00PM**

**SATURDAY**

**9:30AM-3:00PM**

**SUNDAY**

**CLOSED**

# California State Summer School for the Arts at CalArts 2017

## **CSSSA Executive Office**

Tommi Cahill, Student Affairs  
Clarice Cast, On Call Personnel  
Michele Cobarrubio Garcia, Creative Program Engineer  
Katrina Dolenga, Deputy Director  
Michael Fields, Director  
Ricci Hidalgo, Administrative Coordinator  
Betsy Hunt, Student Affairs  
Kadi Lee, On Call Personnel  
Zach 'Attack' Moser, Recreation Director  
Adrienne Pearson, On Call Personnel  
John Robinson, Student Affairs

## **Counseling Office**

Melissa Shepherd, Counselor

## **Department Chairs**

Shari Bond, Visual Arts  
Melissa Bouwman, Animation  
Hilary Darling, Creative Writing  
B.J. Dodge, Theater Arts  
Sylvia Palmer Zetler, Dance  
Jose Soto, Music  
Frederick Thornton, Film

## **Food Services**

Dianna Sherick, General Manager  
Joshua Brent, Executive Chef

## **Health Services Office**

Audrey Hampton, RN

## **Residence Life Office**

Alex Lewin, Assistant Director

# **CSSSA OFFICE AND PROCEDURES**

## **CSSSA Office**

The CSSSA Office is located on the first floor of the CalArts Academic Building, Room E-123. Office hours are 8:30 a.m. to 5:00 p.m. Mondays through Fridays. Weekend hours will be posted on the main office door.

CSSSA business telephone (661-291-3089) will be in service on July 7, 2017. The CalArts Main Reception telephone number is 661-255-1050. The telephones in the CSSSA offices are for summer school business only.

## **CSSSA Administration**

Michael Fields, Director, is responsible for all issues related to donors, trustees and legislators, and has overall responsibility for the program. The Department Chairs and the Counselor report to Michael and Katrina Dolenga. Michael approves all guest artist hires and all program changes on the Calendar of Events, and has final approval over each day's Purple Blurb Newsletter. Michael, Katrina and John Robinson will handle all student safety and disciplinary matters, and any contacts with parents, police and social workers that ensue from them.

Katrina Dolenga, Deputy Director is responsible for all budget matters. She oversees all contractors and works with other State agencies regarding CSSSA's compliance with State rules and regulations. She is the site liaison and works with CalArts on all matters related to the CSSSA contract with CalArts.

Michele Garcia prepares all consultant contracts and works with the State's accounting office. Michele is responsible for overseeing the ordering of all departmental supplies in advance of the summer session. If you have a question regarding your contract, supplies or reimbursement, Michele will know the answer.

Ricci Hidalgo organizes and coordinates communication between the CSSSA office, student, parents, Campus Safety, Housing and CalArts administration. Ricci is also our website and internet expert.

John Robinson, Tommi Cahill, and Betsy Hunt, in addition to handling disciplinary matters, will work directly with the Production Coordinator, Technical Crew and the Administrative Coordinator. John, Tommi, and Betsy are also responsible for coordinating facilities use, including performance and classroom space.

Zach Attack Moser is our Recreation Director. He organizes recreation events and assists with all-school and departmental field trips. If your departmental field trip requires that you be off campus during a mealtime, you need to make arrangements at least one week in advance with Zach for sack meals through the cafeteria.

Adrienne Pearson, Clarice Cast, and Kadi Lee will be the on-call personnel for the summer. They cover evening hours and assist with student issues and emergencies as needed.

CSSSA hires additional office support each summer to assist with telephones and internal office projects.

Melissa Shepherd is the CSSSA Counselor. She has a great deal of experience working with adolescents. If you know of a student having a problem (e.g. homesickness, depression, behavioral issues, etc.), please consult with Melissa. Additionally, if you are experiencing communication difficulties with your students, please speak with Melissa. She is available to assist you in these situations. Melissa's office is located in the area of the main CSSSA offices and her hours will be posted on the door.

### **Identification Cards**

Faculty, staff and resident guest artists will be required to obtain a photo identification card. Once issued, the card should be carried with you at all times. You will need the card for meals and library privileges. Pictures will be taken on Friday, July 7<sup>th</sup> in the foyer of the MOD Theatre. The faculty meeting will be in the Bijou at 4:00 p.m. You will receive a memo giving you additional details about your photo ID, faculty meeting and the dinner that follows.

### **Mail and Messages**

There is a mailbox area set up in the CSSSA office for each department. All mail will be left in the department mailboxes. CSSSA administration will not deliver mail personally to you. If you are expecting mail, please take responsibility to check for your mail in the CSSSA office. The CSSSA address at CalArts is as follows:

CalArts  
c/o CSSSA Faculty  
Attn: \_\_\_\_\_  
24700 McBean Parkway  
Valencia, CA 91355

There is a mailroom at CalArts for mailing pre-stamped packages and letters, and a post office at Vista Village, a shopping center adjacent to the campus. Please do not have mail sent to the campus after July 31.

### **Newsletter**

The Purple Blurrrb is a daily newsletter providing information to the CSSSA community. Copies are available in the cafeteria every morning. If you have submissions to the Blurrrb, please email them directly to Michael Fields.

### **Banking Services**

CalArts has two ATM machines on campus. The machines are located near the mailroom on the first floor and in front of the Café on the third floor. There is a service fee associated with each transaction.

Located in the Valencia Marketplace is a Washington Mutual Bank (661-284-3640) and Wells Fargo Bank. The Wells Fargo Bank (661-251-5021) is inside the Von's Market (661-252-3838). Both are within walking distance of the CalArts campus.

### **Reimbursements**

All purchases, which you expect to be reimbursed for, must have prior approval from Michele Garcia or Katrina Dolenga. Your department chairperson may have approval from one of the CSSSA staff and may direct you. It is important for you to know that each department has a budget. Further, each department submits their supply orders in May, wherein most of their budget is used. If you do not have prior approval, you may not be reimbursed for your purchase.

### **Payment**

Contract payments will be mailed to you as soon as possible and are dependent upon the Governor signing the State Budget.

We are aware that you would like to receive your payment earlier and will do everything possible to facilitate prompt payment once the budget is passed and signed by the Governor. Any questions you have regarding this process should be directed to Kat Dolenga.

Also, please be aware that any outstanding items, such as lost keys, library materials or other CalArts or CSSSA items, may result in payment delay or reduction.

### **Taxes**

The State does not withhold taxes from contract payments to California residents. All income you receive from the CSSSA is reported as taxable income. You should retain a copy of the check for tax purposes. If your contract required you to provide supplies, you need to retain a copy of all supply receipts to demonstrate non-income for those items. You will receive a 1099 form from the State Controller's Office by January 31 of the year following the contract period. It will show taxable income paid to you by CSSSA and other State agencies for that year. If you do not receive your 1099 form by February 1, please contact us at 916-229-5160 and we will request that a duplicate be mailed to you. Out-of-state contractors will be subject to the Franchise Tax Board withholding 7% of their contract amount.

## **Recycling, Energy, Power Outages and Water Conservation**

We ask all members of the CSSSA community to recycle. Also, we ask that you be conscientious and conservative with energy and water. Drinking fountains at Cal Arts are fitted with filters.

We have not experienced power outages for a few years. However, should a power outage occur, we will do whatever possible to diminish the effects and disruption. If you have concerns, please address them with your department chairperson or any of the CSSSA staff.

## **Emergencies**

CSSSA has a registered nurse on duty 24 hours a day to handle minor illnesses and injuries. The Henry Mayo Newhall Memorial Hospital, Kaiser Clinic and SCV Quality Care are close by in the event of an emergency. Local authorities will immediately go to security upon arrival on campus for instructions. Security's telephone extension is **2222** on the in-house telephone. Security may be reached 24 hours a day. If you call for local authorities or paramedics, you must notify Security of the location and nature of the emergency prior to their arrival.

## **FACULTY**

### **Housing**

Resident Faculty will be staying at Ahmanson Hall on the CalArts campus. The majority of faculty will be housed in 5 to 6 bedroom dorms. Each dorm has private bedrooms with shared living room, kitchen and bathroom facilities. You will need to bring linens (full size flat sheets or extra long twin sheets, a pillow, blanket and towels) as well as any other items you will need to make your stay comfortable. All of Cal-Arts is set up with Wi-Fi for internet connection.

There is janitorial service one day a week for the bathroom and kitchen areas. There is no maid service provided for individual bedrooms. Guests staying at Ahmanson Hall are expected to leave their dorm clean and in good order upon departure. As directed, all keys must be returned to the Housing or Security offices upon departure. If keys are not returned prior to departing, your contract payment may be reduced to cover the charges imposed by CalArts.

***Under no circumstances are students allowed in Ahmanson Hall or the Ahmanson Hall deck area. If you find a student in the area, please ask them to leave the area immediately.***

**IMPORTANT: NO ANIMALS ARE ALLOWED IN AHMANSON HALL. IF ANIMALS ARE FOUND INSIDE AHMANSON HALL, YOU WILL BE EVICTED.**

## **Laundry Room**

There is a coin-operated laundry room in Ahmanson Hall.

## **Meals**

Meals will be served in the CalArts Cafeteria. These meals are paid by CSSSA for resident and non-resident faculty/TAs as described below in accordance with your contract and residence status. You **MUST** present your CSSSA I.D. card to be served. Food service begins with a BBQ on July 8<sup>th</sup> and ends August 4<sup>th</sup> with lunch.

Monday through Saturday:

Breakfast	7:00 a.m. - 9:00 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	5:00 p.m. - 6:45 p.m.

Sunday:

Continental Breakfast	7:30 a.m. - 9:30 a.m.
Brunch	11:00 a.m. - 2:00 p.m.
Dinner	5:00 p.m. - 6:45 p.m.

***Exception: Sunday, July 9, Orientation Day***

Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	11:30 a.m. – 1:30 p.m.
Dinner	5:00 p.m. – 6:45 p.m.

Non-resident faculty will be allotted one meal of their choice each day of service for the contract period.

Resident faculty will be entitled to three meals each day.

For special occasions, meals may be served at other times or locations. You will be informed of any changes to the regular schedule. Food or supplies cannot be removed from the dining area. The daily menu will be posted in the Purple Blurrb.

## **No Smoking**

Smoking is absolutely prohibited in the dormitories by CSSSA residents and guests. These dormitories are being provided by the State of California, which has a no smoking policy in all facilities owned, rented or leased by the State. In addition, CalArts has adopted a no smoking policy for all of its buildings.



### **Photocopy Jobs**

We require a minimum of two business days to do photocopy work. Large jobs will require additional lead times. The campus copy service is open Monday through Thursday only--please plan accordingly. You will need to complete a work order request, which must be approved by the CSSSA office.

### **Supplies**

Each department has a supply budget. The majority of supplies for the various programs have been ordered. Any additional order requires prior approval by the department chair and the deputy director. For Visual Arts, prior approval from Meghan Gavin or Shari Bond is required. The majority of our supplies are purchased by a purchase order, which requires several days to process. Purchases made without prior approval will not be reimbursed. So, you must plan ahead. Additionally, pursuant to State rules and regulations, you will be required to obtain a **minimum of three bids** from different vendors/stores when making any purchase. Purchases may be made from the lowest bidder only.

### **A/V Equipment**

Audio-visual equipment is available and may be checked in/out through the main CSSSA Office or the CalArts Film Library. You must have your CSSSA I.D. to obtain equipment.

### **Library**

Access to books, films, videos, slides and recordings will be made available to faculty. You must show your I.D. card to the library staff to receive a library card.

#### **Library Hours**

Monday - Friday	3:00 p.m. – 7:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.

Books are due back to the library by August 3, 2017. A deduction will be made from your contract payment for any materials or books not returned.

### **Keys**

Keys for classrooms will be provided to the department chairs. Each chair will go over procedures with faculty. All keys must be returned before final contract payments will be made.

### **Use of Private Vehicles**

If you will be using a private vehicle while at CSSSA, you must obtain a parking permit from the Cal Arts security office. This permit will allow you to enter and leave the campus without checking in with security each time. Further, cars will be occasionally

checked for parking permits. Your permit should be displayed in your front window until August 4. If your permit is not visible, your vehicle may be towed.

Faculty and TAs shall **not** use their private vehicles to transport students. There are absolutely no exceptions. Further, students are **not** allowed to have private vehicles on campus.

### **Academic Field Trips**

Academic field trips must have department chair approval. Off campus field trips should be scheduled during your class time or in the evenings and must not conflict with other classes or required performances. Students only have permission to leave campus for CSSSA sponsored academic field trips. Michael Fields or Kat Dolenga must approve field trips requiring private buses. Availability of buses is limited—reservations must be made a minimum of thirty days in advance. If you are considering a class field trip, you must speak with your department chair no later than June 1<sup>st</sup>. If your field trip requires that you be off campus during a mealtime, you need to make arrangements at least one week in advance with the Recreational Director for sack meals through the cafeteria.

## **STUDENT INFORMATION**

### **College Credit**

Students who successfully complete the CSSSA program are eligible to receive three semester units of California State University course credit through the Office of Extended Education at Humboldt State University. The cost is \$60 and students must apply for the credit by August 4, 2017. If a student applies for credit after August 4, there will be an additional charge of \$25.

Further, Humboldt State has a time limit – requests for retroactive credit will be processed for up to one calendar year after the course ends, and the student will pay the registration fee as well as the \$25 late fee. After the year is up, no retroactive registrations for credit will be accepted.

Faculty members will be asked to assess their students and determine if “Credit” or “No Credit” should be given. Speak with your department chair if you have any questions regarding credit. Students who are in danger of not receiving credit should be kept informed so that there are no surprises. The departments must have the credit/no credit report to Michele Garcia on or before August 3<sup>rd</sup>.

### **Student Housing and Meals**

CSSSA students are housed in Chouinard Hall on campus. Faculty members are **not** allowed in student dorms and students are **not** allowed in faculty dorms, **including** the exterior deck, fondly referred to as the “Lido Deck.”

Student and faculty meals will be served in the CalArts Cafeteria.

## **Calendar of Events**

The most current copy of the Calendar of Events will be distributed to you at the beginning of the summer session. Copies will also be available in the main office. There will be an announcement in the Blurrb regarding the availability of the final Calendar of Events.

## **Sexual Harassment**

Sexual harassment is generally defined as unsolicited and unwelcome sexual advances of a severe and/or pervasive nature, whether written, verbal, physical or visual. CSSSA has zero tolerance for sexual harassment. Should the Director or Deputy Director determine through investigation that harassment did occur, the offender's contract shall be terminated immediately. CSSSA's complete sexual harassment policy is attached hereto as Attachment A and incorporated by this reference.

## **Student Rules and Policies**

Students are required to sign an "agreement" stating they understand and will follow CSSSA rules and policies. All faculty, guests and staff are expected to enforce these rules and policies by contacting administration if it is believed that any student is in violation of a rule. CSSSA's complete list of Student Rules and Policies is attached hereto as Attachment B and incorporated by this reference.

## **Campus Security and Safety**

The CalArts Safety staff provides 24-hour year-round service to the college community and its guests. Campus safety officers are responsible for responding to campus emergencies, patrolling the grounds, and securing campus buildings. Overall, CalArts is a very safe campus and has remained this way by being proactive and educating the college community about campus safety. With all members of the CSSSA community taking responsibility for campus safety, we can provide an even safer environment for the college community and its guests.

## **Emergency Communications**

CSSSA employs the *Blackboard Connect* telephone messaging service to communicate with parents in the event of a natural disaster or similar school-wide emergency situation. This service allows CSSSA, in the event of such an emergency, to make one phone call and reach all CSSSA students' families within minutes.

A test message will be sent early during the first week of the program to all phone numbers provided as emergency contact numbers on student registration forms. It is important that CSSSA has current emergency contact names and telephone numbers, including mobile and vacation telephone numbers, for each student so that

parents/guardians can receive important emergency communications during the four weeks of the summer session.

This service works only with American/non-overseas telephone numbers. All students must have an American emergency contact on file throughout the CSSSA session.

### **Precautionary Measures**

The following precautionary measures are advised for the safety of all CSSSA students and staff:

- Report unusual circumstances to Campus Safety, ext. 2222 from a campus phone or 255-1050, ext. 2113 or 2114 on an outside line.
- Lock all windows before leaving your room and remember to keep your bedroom and bathroom doors locked at all times.
- Be prepared to describe the nature and location of the emergency.
- Report the emergency to Campus Safety, ext. 2222 on a campus phone or call 255-1050, ext. 2113 or 2114 on an outside line.
- Emergency number is printed on all CSSSA student ID cards (ID cards are to be worn by the student at all times, not in their pocket).
- Notify the Resident Assistant on duty **immediately**.
- If during the day, call the Housing Office directly at (661) 253-7897 or (661) 255-1050 ext. 2212 or 2118, 8:00 am – 5:30 pm.
- From any CalArts phone you may call extensions 7897, 2212, 2118.
- Carry cell phones at all times.

### **Earthquake/Disaster Preparedness and Survival Guide**

#### **Before an Earthquake:**

The CalArts evacuation site is the playing field (near the freeway). Acquaint yourself with the safety exits from the schools, offices, dorms and other places in the Institute where you normally go. There are large maps posted throughout the building, indicating exits.

#### **During an Earthquake:**

- (1) There is no need to panic. The shaking will stop in a few seconds. **STAY CALM AND KEEP THINKING.**

- (2) Immediately get under a table, desk or stand in a doorway.
- (3) Keep away from windows, bookshelves and heavy equipment.
- (4) If you are in a lab or a shop where there are caustic materials, move as fast as you can away from the materials.
- (5) In shop areas, drop to the floor so you are not thrown into running machinery. Turn off equipment immediately if possible.
- (6) If outdoors, move to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall.
- (7) Aftershocks of the strongest magnitude usually occur immediately following the quake. Know the location of the evacuation site and the quickest route from your normal locations in the buildings.

#### **After an Earthquake:**

Remember the aftershocks. If you are in a safe place, remain there. The buildings will be inspected as soon as possible. When it is safe to do so, exit to the playing field unless otherwise instructed.

#### **Evacuation Procedures for Any Emergency:**

- (1) Exit according to your predetermined routes.
- (2) Do not use elevators; use stairwell exits.
- (3) Walk carefully and quickly. (There may be broken glass or other fallen debris, which you will have to walk through.) DO NOT RUN.
- (4) Stay to the right of hallways, allow others to merge, and remain calm and orderly.
- (5) Do not tie up the phones unless you have a genuine emergency.
- (6) Do not go sightseeing.
- (7) Remember the safety of others and cooperate with safety officials.
- (8) Regroup at the playing field and wait for further instructions.

## **CALIFORNIA STATE SUMMER SCHOOL FOR THE ARTS**

### **SEXUAL HARASSMENT POLICY**

The California State Summer School for the Arts (“CSSSA”) is committed to maintaining a working and learning environment that is free from sexual harassment and discrimination. CSSSA has zero tolerance for sexual harassment. Sexual harassment of or by contractors, students or persons doing business with the CSSSA is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation (actual or perceived) or gender (actual or perceived) and, for that reason, is a violation of state and federal laws and a violation of this policy.

The California Code of Regulations §4916 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s contract, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as the basis of contract or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance;
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering;
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with

work or study directed at an individual because of the individual's sex, sexual orientation, or gender; or

- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

The CSSSA hereby incorporates the following response protocol to sexual harassment and/or sex discrimination into its program policies:

**A. Contractor Responsibility and Designation of Harassment Response Personnel**

1. All CSSSA contractors:
  - share responsibility for modeling appropriate behavior and creating an environment where students and staff know that sexual harassment and/or sex discrimination will not be tolerated;
  - shall encourage anyone alleging that he or she is a target of, has witnessed, or has information about sexual harassment and/or sex discrimination to report such an incident;
  - have an affirmative obligation to report incidents of sexual harassment and/or sex discrimination or suspected incidents to the Harassment Response Personnel designated below immediately;
  - shall cooperate in any investigation of a sexual harassment and/or sex discrimination complaint; and
  - shall guard against any actions that would be considered retaliatory against another employee or student who has filed or is participating in the investigation of a sexual harassment and/or sex discrimination complaint.
2. The Trustees of the California State Summer School for the Arts will designate or appoint at least one staff person, hereinafter the Harassment Response Personnel ("HRP"), who is trained to address in a confidential and sensitive manner the needs of youth who are victims of sexual harassment and/or sex discrimination.
3. The HRP will be responsible for:
  - communicating with and listening to students who are victims of sexual harassment and/or sex discrimination;
  - coordinating investigations of complaints of sexual harassment and/or sex discrimination;
  - notifying appropriate individuals of the incident of sexual harassment and/or sex discrimination (teachers, staff, administrators, counselors, parents) based on what disclosure the

victim consents to and what is safe for the victim, within the limits of the law;

- implementing reasonable accommodations for victims of sexual harassment and/or sex discrimination; and
- ensuring that the CSSSA's disciplinary measures have been appropriately implemented in response to sexual harassment and/or sex discrimination.

#### **B. Complaint Protocol**

1. Victims, students, faculty, staff or parents may bring a complaint of sexual harassment and/or sex discrimination to the HRP.
2. The complaint may be verbal or written. If verbal, the HRP will immediately document the complaint in writing.
3. The HRP will meet with the victim and offender separately in a private room. This is the only way to ensure safety and to facilitate full disclosure on the part of the victim.
4. The HRP will conduct an investigation. Investigations will continue regardless and independent of the status of any criminal investigation.
5. The HRP will meet with any witnesses in order to obtain a clear picture of the types of harassment and/or discrimination that have taken place, and will take all steps possible to corroborate all elements of the allegations and witness stories.
6. Following the investigation, the HRP will complete a written report and submit the report to the Director or Deputy Director. If the report makes a finding that sexual harassment and/or sex discrimination has occurred, the report shall include recommendations for disciplinary action against the offender, as well as any accommodations the HRP has planned for the victim.
7. The Director or Deputy Director will review the recommendations and take necessary disciplinary action. Contractors found to have harassed and/or discriminated will face disciplinary or other action, up to and including termination. Students found to have harassed and/or discriminated will be expelled immediately without probation.

#### **C. Documentation Protocol**

1. Sexual harassment and/or sex discrimination complaints and investigations shall be kept in a file separate from academic and other records. This practice is recommended to prevent inadvertent disclosure of confidential information.
2. Each complaint of sexual harassment and/or sex discrimination, either written or orally given, must be documented. Documentation includes:
  - all allegations constituting the original complaint;



- all evidence, statements, etc. gathered in support of or contradiction to the allegations;
- report or findings and recommendations for action; safety planning actions taken by the HRP or other employees;
- any accommodations made for the victim; and
- all follow-up actions, including any responses to disciplinary and safety planning actions and status reports from the victim.

**D. Confidentiality**

1. All complaints or allegations of harassment, as well as any information concerning a student's status as a victim of sexual harassment and/or sex discrimination provided to any CSSSA contractor, shall be retained in the strictest confidence, except where disclosure is necessary during the course of an investigation, in order to take subsequent remedial action and to conduct ongoing monitoring.
2. The parent(s) or guardian(s) of youth involved in sexual harassment and/or sex discrimination may be notified of the complaint if necessary during the course of an investigation, except if such notification is not in the best interests or impairs the safety of the victim.

**E. Reasonable Accommodations**

CSSSA, through the HRP, shall make reasonable accommodations for victims of sexual harassment. Victims must be informed of their right to reasonable accommodations. Reasonable accommodations include, but are not limited to:

- Change in class schedule;
- Previewing an alleged offender's class schedule;
- Safety planning for egress and regress from school grounds; and
- Campus security escorts.

**F. Reasonable Supervision**

The CSSSA shall provide reasonable supervision of students and employees.

This supervision includes, but is not limited to:

- Taking complaints or suspicions of teen dating violence seriously;
- Responding to sexual harassment and/or sex discrimination with appropriate discipline; and
- Making accommodations to help the victim feel safe, maintain his or her class schedule, level of academic rigor, and participation in program activities.

**G. Retaliation**

The CSSSA will not tolerate retaliation by administrators, contractors, teachers, or students against a person who complains of sexual harassment and/or sex discrimination or who participates in an investigation of a complaint of sexual harassment and/or sex discrimination.

#### **H. Appeals Process**

Complaints about the CSSSA's response to sexual harassment and/or sex discrimination, or appeals of the CSSSA's decisions, shall be filed either orally or through a written complaint with the California Department of Education.

#### **I. Notice of Sexual Harassment and Sex Discrimination Policies**

The CSSSA shall provide notice of this policy and protocol in the following ways:

- Present in age-appropriate language the CSSSA's policy on sexual harassment and sex discrimination in parent and student handbooks, including information about reporting procedures and where they can obtain a full copy of this policy; and
- Present a copy of this policy to all contractors prior to the start of each CSSSA summer session.

## STUDENT RULES AND POLICIES

When you arrive at CalArts, you are joining a community. In any community, a certain amount of organization and structure is required. This structure protects the program, the rights of the individual, and promotes community spirit and cooperation. Rules have been developed to conform to accepted standards of social and residential life behavior, existing laws and common sense. CalArts and CSSSA reserve the right to have its authorized agents or employees enter student rooms at any time, without prior notice or permission, to investigate when a reason to suspect that violation of CSSSA and/or CalArts' policies may be occurring. Please conduct yourself with appropriate respect for other individuals' rights and properties. You represent CSSSA at all times. **It is imperative that all students know the following rules and policies as violation of any of the below may result in immediate expulsion without warnings:**

- (1) Use, possession or knowingly being in the presence of others who are using or possess drugs, drug paraphernalia, or alcohol
- (2) Use or possession of any tobacco or nicotine products
- (3) Use or possession of any device that could be classified as an e-cigarette utilizing battery-power to vaporize varying compounds or products
- (4) Use or possession of lighters, matches or other objects used to produce an open flame (FYI, the CalArts campus is located in a high fire danger area)
- (5) Neglecting or refusing to take prescription medications as outlined on page 26 – 27 of the Student Handbook
- (6) Sharing personal prescription medication and/or taking prescription medication not prescribed to you
- (7) Receiving or giving body piercing is prohibited at CSSSA.
- (8) Receiving or giving tattoos is prohibited at CSSSA.
- (9) Possession, use, or discharge of a weapon, real or toy, including but not limited to guns, knives, blades, Exacto knives, etc.
- (10) Use or possession of aerosols, room deodorizers or cleaning supplies
- (11) Sexual harassment as outlined on pages 10-11 of the Student Handbook
- (12) Physical violence, intimidation, verbal abuse, threats, bullying or harassment directed towards any CSSSA or CalArts student, teacher or staff member
- (13) Vandalism, which includes graffiti
- (14) Damage or theft of possessions of fellow students, staff or property of CSSSA or CalArts
- (15) Involvement in any illegal action
- (16) Leaving the CalArts campus during unauthorized hours without written permission
- (17) Missing students resulting in CSSSA contacting the local authorities

## STUDENT RULES AND POLICIES

- (18) Entering or leaving residence halls or assigned room after curfew hours
- (19) Inviting visiting guests into the residence halls without permission
- (20) Maintaining or using a car during the program
- (21) Upon the 3<sup>rd</sup> class absence, you will be asked to leave at the Director or designee's discretion
- (22) Inability to function adequately in class or the program for any reason (such as lack of sleep, prolonged illness, panic attacks, anxiety, mental instability or improper eating habits)
- (23) Repeated and multiple infractions of the residence hall rules as outlined on pages 16 – 24 of the Student Handbook
- (24) Disruption of classes, performances or other school activities